



# Human Resources Newsletter

## May 2004 News

### What's New, What's Hot

- **HR Needs Assessment Surveys** -- The HR Section has received feedback from District/Section Heads in response to its annual surveys covering all HR program areas of the **Personnel Management, Employee Relations/Benefits, Compensation, and Operations Units**. Survey responses will be reviewed/prioritized by the Standing Committee on Human Resources (SCHR) this month which will result in the **FY 2004/05 Work Plans** for these units. These formal plans will subsequently be distributed to all sections/districts.
- **Employee Recognition Day**: Wednesday, May 5, 2004. Cake and cold drinks will be served in the afternoon at the HQ Building on floors 2 through 6, the HQ Annex Building, and the Airport Building. Posters will be displayed throughout the HQ Building.

### Special Events

- May 5 - CS Commission Meeting
- May 5 - Employee Recognition Day
- May 9 - Mother's Day
- May 19 - SCHR

### HR Unit Updates

#### Employee Relations Unit

- Employees Relations Unit will be presenting Retirement and FMLA workshops:
  - May 6 - District 02, Houma
  - May 12 - District 02 Bridge City
  - May 18 - Sections 20 & 59
  - May 26 - District 62.
- [PPM 17 Educational Leave and Tuition Reimbursement](#) on the DOTD Intranet will provide information and forms needed to apply for Educational Leave and Tuition Reimbursement. Applications with appropriate signatures and attachments should be submitted 30 days prior to the semester start date. Point of contact is Christy Smith at 225-379-1229.
- Please remember when you are activated to Military Duty, it is your responsibility to send a copy of your orders to Christy Smith, HR Manager, HQ HR, Room 300A for placement on the updated Military Active List. Some MILITARY LEAVE WITHOUT PAY ACTIVE DUTY FORMS are being submitted without the orders attached.